

Hello, everyone. This is Celine Nguyen with the ePlanning Support team. In this video, I'm going to show you how to edit your projects in D2. First, you want to locate your project, either in your Favorites widget or the cabinets in the Repository Browser widget. Click on the NIPA number.

Notice that in the Project Editor widget, under the Create Project and Edit Project buttons, it will say Selected Project, and it will show your project's NIPA number. Now click the Edit Project button. This will take you to your project background fields.

Here you can change or update fields, such as NIPA Project Type, Project Status and Dates, details of the project, location, Project Name, Program, Subprogram, and more. Be sure to fill in all required fields as denoted by the red asterisks. Otherwise, the Next button will be grayed out, and you can't move on. Make any necessary changes, then hit Next.

Now you should see the Cooperating Agencies screen. Again, make any necessary changes, or not, then hit Next. Now you should be at the Team Definition screen. To remove a team member, hit the X button to the right of their name under the Team Definition section. To edit a team member's roles or disciplines, hit the button with the pencil icon next to their name.

You'll make edits under the Team Member section of this screen. Edits are automatically saved once reflected in the Team Definition section. To add a team member, make sure the Team Members section fields are cleared. Hit X next to team member if they are not.

Now start typing their first and/or last name in the Name field. An auto-populated list will appear. Select the person you want to add, then assign the necessary role or roles and discipline. Once you see them in the Team Definition section, they've been added. Repeat these steps to add more team members.

Once you're done making all necessary edits, hit Next, then hit Save. You will get a message in green that says project successfully updated. Hit OK. Currently, there is no option to view a project-- only to create and edit. To simply view a project, you'll just use the Edit Project button, but not make any changes to the project.

Thank you for watching. And please remember, if you have any questions, submit a remedy ticket or visit our KRC and SharePoint sites for additional supporting documentation.